



Human Resources Personnel Administration





An AASIS Training Guide
Version Control Sheet

HRPA-Personnel Administration

- **Course:** HRPA-Personnel Administration
- **Courseware Items:** Core Curriculum
- **Change Summary**
Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
4/3/01	Courseware developed and published		2.0	
9/10/02 and following	Corrections and additions added to document per the following	added steps to Create Withholding Info W4/W5 US for Federal tax authority. Renumbered steps.	2.1	71/75
		corrected step 5		140
		– added additional information to step 5		164
		added a note about Federal Withholding Info W4/W5 US		184
		deleted note		186
		deleted unnecessary step (to click on enter) re-numbered steps; added steps to Create Organizational Assignment; added steps to Create Planned Working Time; re-numbered steps		220/224
		numbered exercise		264,272,289, 298
		308 – changed step 6; 309 – changed step 8 & 9 310 – changed step 13		309/311
		added screen view of List Bank Details		313
		added additional information in the notes		345

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Date	Change	Reason For Change	Updated Version	Pages Effected
10/28/02	Added QRG as Appendix A	Added Salary Edit Rules QRG as Appendix A	2.1a	Appendix A
09/20/04	Changed From to Start on infotypes	Enterprise upgrade changed the screen field names	3.0	All
10/13/04	Removed Infotype 0021	Family /Member Dependent security authorization changed	3.0	All
10/20/04	Added Troubleshooting Note #8	Note to display Annual Cost of Living Adjustment	3.0	192-195
10/25/04	added reports	Logged Changes (audit log)	3.0	All
		Missing Infotype report	3.0	All
11/30/04	Added screen shots		3.0	All
11/30/04	Removed objects on loan demo	Not used by the agencies. Use Communications instead	3.0	All
12/30/04	Moved Trouble shooting notes	Consolidate notes into one area.	3.0	All

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05/20/05	Removed Org field from the Org Assignment info type 0001	Information is already available in the Personnel area and cost center fields of infotype 0001.	3.0	41,48,49,51, 52,53,120, 121,162, 170,191209, 217,233,242 385,391 & 405
05/20/05	Removed "undeclared" option in the Gender Key field of infotype 0002	Not used. There are now only two radio options in this field; female and male. The gender field will default to female.	3.0	27,47, 381,404.



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08/03/05	Added screen shots to show the Board and Commissions actions and infotype.	New Hire process added for Board and Commission Members for transactions pa40 and pa30	3.0	24, 25,43, 153, 156, 160, 168, 189, 207, 215, 231, 240
08/05/06	Added process screen shots for Hiring non-state and state employees to a board or commission.	New Hire process added for Board and Commission Members for transactions pa40 and pa30	3.0	256-291



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RECOMMENDED AUDIENCE

Agency, CLJ or State Personnel Administration
Agency, CLJ or State Personnel Management
Agency, CLJ or State LWOP Accounting
Agency, CLJ or State Personnel Specialist

Prerequisites for this course are:
AASIS Overview and Basic Navigation
Human Resources Overview



Course Objectives

By the end of this course, you will be able to:

- Define terms, concepts, and procedures related to Personnel Administration in AASIS
- Explain Personnel Administration in AASIS
- Perform New Hires
- Perform Transfers Within Agency
- Perform Job Share
- Perform Leave of Absence Without Pay
- Perform Return from Leave Without Pay



Course Objectives (continued)

By the end of this course, you will be able to:

- Perform Termination
- Perform DROP Action
- Perform A Change in Pay
- Perform Promotions/Demotions Within Agency
- Maintain/Display Employee Data
- Perform Error Corrections
- Execute Reports